



King County

PROCESS ANALYST I

DEPARTMENT OF NATURAL RESOURCES & PARKS/WASTEWATER TREATMENT DIVISION WEST SECTION

Annual Salary Range: \$50,110 – \$60,580

Job Announcement: 04EA4192

OPEN: 10/18/04 CLOSE: 11/10/04

WHO MAY APPLY: This position is open to all qualified applicants in King County and the general public. King County career service applicants will receive additional consideration.

WHERE TO APPLY: Submit required forms and materials via **Mail** or **Hand delivery** to **Wastewater Treatment Div-HR, 201 So. Jackson St., MS-KSC-NR-0511, Seattle, WA 98104.**

PLEASE NOTE: Applications not received at the location specified above may not be processed. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Eugene Sugita at (206) 263-3817 for further inquiries.

FORMS AND MATERIALS REQUIRED: A [King County data and application form](#), resume, supplemental questionnaire, and letter of interest detailing your background and describing how you meet or exceed the requirements. To obtain required King County forms, download from the internet at <http://www.metrokc.gov/ohrm/psd/application> or go to the King County Administration Building, 500 Fourth Ave, Room 450, Seattle.

WORK LOCATION: West Point Treatment Plant, 1400 Utah St. W., Seattle, WA.

WORK SCHEDULE: Monday – Friday 7:00 a.m. – 3:30 p.m. This FLSA exempt position is not eligible for overtime.

JOB SUMMARY: The responsibilities of this classification include performing a variety of entry-level professional laboratory and field process evaluations and experiments using chemical, biological and other scientific approaches to evaluate and control process streams within a major wastewater treatment plant.

PRIMARY JOB FUNCTIONS:

1. Monitor the daily process performance, equipment and instrumentation of one-unit wastewater process under the guidance of senior staff. Perform routine tests and calculations used in the control of wastewater operations at a major treatment plant as required.
2. Compile, verify and analyze process monitoring information and data for one-unit wastewater process.
3. Analyze and interpret process performance parameters and information using basic process performance and design equations. Assist in reviewing the work of specialists by examining the results of their experiments and providing necessary instructions. Analyze laboratory tests to determine source of error and develop improvements where necessary. Interpret the results of laboratory tests to monitor and control plant performances as required.

4. Establish daily operating guidelines and process changes with review and approval of senior staff. Monitor field equipment operation for status and effectiveness and determine proper operating setpoints.
5. Monitor and manage the quality and quantity of process chemicals for one-unit wastewater process.
6. Prepare daily and ad hoc process summary reports on process performance for senior staff. Prepare summaries and documents such as process information sheets, progress reports, monthly data sheets and documents.
7. Conduct process optimization experimental studies under the direction of senior staff. Develop plans for field sampling and laboratory testing procedures with immediate supervisor.
8. Recognize, investigate and prioritize operating, performance, equipment and instrumentation problems. Initiate corrective actions/repairs. Assist senior staff in proposing process changes and improvements. Work with engineers, consultants and other professional personnel to design new or improved processes.
9. Schedule and coordinate equipment repairs and operational shutdowns for one-unit process.
10. Perform or review project-specific field and laboratory analytical tests used to evaluate processes under the direction of senior staff. Assist in research and experimental studies and special projects. Work with senior staff to develop new testing equipment and procedures; analytical methods; and special studies.
11. Participate in the development and testing of new equipment, analytical procedures and methods.
12. Implement special projects such as sampling programs. Collect data and manage results.
13. Provide consultant services to internal customers.
14. Perform other related duties as required.

QUALIFICATIONS:

1. Knowledge of the theory, implementation and application of scientific methods and experimental techniques.
2. Knowledge of established scientific methods and procedures to examine field and laboratory test results.
3. Knowledge of Quality Assurance/Quality Control (QA/QC) practices.
4. Bachelor's degree in engineering, chemistry, bacteriology, biochemistry or a related science OR equivalent combination of education and experience that demonstrates knowledge of chemistry, biology or physical sciences.
5. Knowledge of the principles and application of chemical, biological and physical sampling methods and techniques.
6. Knowledge of the principles and application of mathematical and statistical analyses.
7. Knowledge of analyses and problem solving using scientific and engineering methods. Included in this knowledge is the ability to adapt techniques, design new tests and to predict the effect of process change.
8. Knowledge of computer software applications for spreadsheets and word processing.
9. Knowledge of sampling collection and data collection and analysis.
10. Data management and information collection skills.
11. Communications skills (oral and written).
12. Time management skills.
13. Team building skills.

14. Skill in maintaining and establishing working relationships with diverse groups of people in varying occupations.
15. Skill in using hand tools.

NECESSARY SPECIAL REQUIREMENTS:

- A Group II Operator's certification must be obtained within three years in classification.

HIGHLY DESIRED QUALIFICATIONS:

- One year experience in water or wastewater laboratory analyses.
- A master's degree in one of the above-mentioned fields.

UNION MEMBERSHIP: The Service Employees International Union L925 represents positions in this classification.

CLASS CODE: 713101

SUPPLEMENTAL QUESTIONNAIRE:

1. Please list the college level courses you have completed in physical and natural sciences, engineering, and mathematics.
2. Briefly describe your process control and/or research experience, including a description of the work and your duties and responsibilities.

RECRUITING INFORMATION

The information requested will assist our efforts to determine the effectiveness of Wastewater Treatment Division's recruiting resources. All information provided is kept confidential.

How did you FIRST learn about this position?

- ☐ Internet Site or e-mail distribution: specify
 ☐ Newspaper: Seattle Times ☐ hard copy ☐ on-line Other: specify
- ☐ Community Center: specify
☐ College/university: specify Source: (dept. distribution, career center, etc):
- ☐ Friend/word of mouth
☐ Career Fair/Networking Event: specify
☐ Community agency, organization posting, or professional association: specify
- ☐ Other:

Check below only if you went directly to a King County source:

- ☐ King County Jobs Web Site
☐ King County Work Site Bulletin Board
☐ King County Job Line
☐ King County Career or Employment Centers
☐ Employee referral, who?
☐ Other: specify

We appreciate your participation!